

## Flat Transfer Checklist for Individual to Individual (Resale)

Following form are required when a flat transfer by an individual to individual (resale case)

Sr No	Name Of Form/Application	Form No.	Verified By	Submitted ✓   X
1	Notice of Intention/Application to Transfer			
2	Full Agreement Copy with Deface page and Index-II (Old & New one also)			
3	Transfer Fee - Rs 500 Cheque only, Bye – Law No. 38 (e) (vii)			
4	Entrance Fee - Rs 100per member, Bye – Law No. 38 (e) (viii)			
5	Transfer Premium - Rs. 20,000 or Rs 25,000 as per society AGM, Bye – Law No. 38 (e) (ix)			
6	A form of Notice of, intention of a member to transfer his shares & interest in the capital/property of the society, Bye – Law No. 38 (a)	20 (1)		
7	A form of letter of consent of the proposed Transferee for the transfer of shares & interest of the member (Transfer) to him (Transferee), Bye – Law No. 38 (a)	20 (2)		
8	Form of application for transfer of shares & interest in the capital/property of the society by the transferor, Bye – Law No. 38 (e) (i)	21		
9	Form of Application for Membership of the Society by the Proposed Transferee, Bye – Law No. 38(e)(ii)	23		
10	The form of undertaking to be furnished by the Prospective members to use the flat for the purpose for which it is allotted, Bye – Law No. 19 (a) (iv)	3		
11	Form of notice of Resignation of Membership of the Society by a Member, Bye-Laws No. 27(a)	13		
12	Form of nomination in triplicate, Bye – Law No. 32	14		

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